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MEMORANDUM FOR: Chief, Support Services Staff

SUBJECT : Proposed Revision of [] Hours of Work

1. Forwarded herewith for publication is a proposed revision of subject regulations on the matter of overtime. The changes have been approved by the Executive Director-Comptroller and by the four Deputy Directors.

2. The important changes in the proposed policy are:

a. Strengthens the role of all levels of management in the administration of overtime;

b. Provides the Executive Director-Comptroller with periodic analyses of management practices and use of overtime within the Agency;

c. Inclusion for the first time in Agency regulations of a provision for annual premium pay;

d. Production positions are described and the procedure for identifying and approving such positions is specified;

e. The grade at which all overtime will be compensated has been raised from GS-10 to GS-11. This means that personnel who are expected to donate the first 8 hours of overtime per week are in grades GS-12 and above. However, full overtime may be paid to employees in grades GS-12 and above when they are on approved production positions; and

f. Delegation of authority to approve irregular or occasional overtime has been made somewhat more restrictive than heretofore.

3. Also attached is a copy of the memorandum on which the Executive Director-Comptroller approved the proposed overtime policy.

[]
Robert S. Wattles
Director of Personnel

Atts

GROUP 1
Excluded from automatic
downgrading and
declassification**SECRET**

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MEMORANDUM FOR: Executive Director-Comptroller

25X10 Following the discussion at the Deputies' Meeting on 10 September 1969, the draft revision of [] was changed:

1. To work in the ideas expressed in the preamble you presented at the meeting.

The first two paragraphs of your proposed preamble have been inserted as you drafted them but with a few minor editorial changes. The third paragraph of your draft has not been included per se. I suggest that the emphasis on "overtime without extra remuneration" may be troublesome if sharply stated in a policy-regulatory issuance. The same results are achieved by the first two paragraphs and the provisions of the regulation. We believe that essential elements of your third paragraph are contained in subparagraphs 29.c.(2)(i) and 29.c.(2)(i)(1). These specify that personnel in the upper grades are expected to organize so that overtime for them is unnecessary. They do provide, however, that overtime can be compensated in toto for production type duties when duly approved and for hours in excess of 48 for non-production work.

2. To improve the wording of the subparagraph identifying approving authorities for irregular overtime.

We believe that paragraph 29.c.(2)(d) as attached contains sufficient control to meet the agreed desire to raise the approval level but provides sufficient flexibility to meet the unique requirements specified by Carl Duckett and Tom Karamessines.

25X11 We would be pleased, at your convenience, to discuss in detail the proposed attached changes. Subject to your approval of these paragraphs, we would finalize [] and circulate it for formal concurrence as discussed at the Deputies' Meeting.

25X12 Att: Draft Pages 1 and 2, []

[]
R. E. Dannerman

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29. HOURS OF WORK. The circumstances under which the Agency carries on some of the most important and critical aspects of its work are in large measure conditions over which the Agency has no control. They are dictated by the course of world events, the needs of the policy-makers of the Government, and other circumstances which are not predictable. It is impossible to accomplish the intelligence mission successfully with a rigid, prearranged work schedule. On the contrary Agency personnel must be flexible in their work habits and work schedules in order to take advantage of collection opportunities, to meet deadlines, and produce national intelligence in a timely manner.

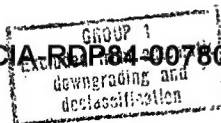
- a. BASIC WORKWEEK AND WORK SCHEDULES. (No change)
- b. HOLIDAYS, RELIGIOUS HOLY DAYS, AND SPECIAL DISMISSALS (No change)
- c. OVERTIME WORK AND COMPENSATION

(1) DEFINITIONS

- (a) Regular overtime is work which is scheduled on a regular basis.
- (b) Irregular or occasional overtime work is overtime which is not regularly scheduled.
- (c) Directed overtime is that overtime work which has been officially ordered by a designated senior official.
- (d) Annual premium pay is a form of overtime pay designed to compensate an employee when his duties require substantial amounts of irregular or occasional overtime work and night,

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holiday and Sunday work which cannot be administratively controlled and when he is primarily responsible for recognizing the circumstances which require him to be on duty; it may not be used to compensate for regularly scheduled overtime duty.

(2) POLICY

- (a) All levels of management are expected to exercise sound judgment in planning work requirements and schedules so that directed overtime normally is not required.
- (b) Overtime generally will be used only to meet unforeseen developments or circumstances. Funds must be available for all directed overtime even though compensatory time in lieu of overtime payments are contemplated.
- (c) Regularly scheduled overtime must have the prior approval of the appropriate Deputy Director or Head of Independent Office.
- (d) When it would appear that the payment of annual premium pay would be a more equitable way to recompense an employee for substantial amounts of uncontrollable overtime, the request must have the concurrence of the appropriate Deputy Director or Head of Independent Office and the approval of the Director of Personnel.
- (e) Irregular or occasional overtime may be authorized by Operating Officials and Heads of Independent Offices and other senior officials to whom such authority has been delegated by Deputy Directors. Whenever feasible, it will be ordered prior to its performance.

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- (f) Hours of overtime which have not been specifically ordered or directed will not qualify for overtime payments or for compensatory time in lieu thereof.
- (g) Based on the needs of the service, employees may be required to perform overtime unless unusual personal circumstances make it impossible for them to comply.
- (h) Each period of directed overtime performed by an employee on a day when no work was scheduled for him or for which he is called back to his place of employment will be considered to be at least two hours in duration.
- (i) Employees in grade GS-11 and below will receive overtime payments or compensatory time off in lieu thereof for all hours of directed overtime.
- (j) Employees in grade GS-12 and above generally will be expected to organize their work in such a manner that directed overtime is unnecessary. They may receive overtime payments or compensatory time off in lieu thereof for directed overtime worked in excess of 48 hours in a given workweek. No overtime payment or compensatory time off will be granted for hours of duty between 40 and 48 in a given workweek unless the employee was directed to work:

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- (1) On a position which required substantial amounts of overtime on a continuing basis and the productivity is predominately measurable in units of production or hours of duty performed. (Such positions will be identified by Operating Officials and Heads of Independent Offices, concurred in by appropriate Deputy Directors, and approved by the Director of Personnel.); or
- (2) On the 6th and 7th days of any work period of 7 or more consecutive days; or
- (3) On a second job the duties of which are significantly unrelated to the primary assignment. (The Operating Official or Head of Independent Office concerned will designate each individual to whom the "second job concept" may apply and the Director of Personnel shall determine whether the two jobs are significantly unrelated.)
- (k) Deputy Directors and Heads of Independent Offices will submit periodic overtime reports in accordance with instructions prescribed by the Office of Planning, Programming and Budgeting.
- (3) RESPONSIBILITIES
- (a) Deputy Directors and Heads of Independent Offices are responsible for allocating and approving overtime funds;

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they will closely monitor overtime policies and practices within their jurisdictions to ensure that they are administered with consistency and equity.

(b) Senior officials to whom authority to authorize overtime has been delegated will ensure that any overtime which they authorize is in accordance with the policies and provisions prescribed herein.

(c) The Office of Planning, Programming and Budgeting will be responsible for periodically advising the Executive Director-Comptroller of the results of its analysis of the management practices and use of overtime within the Agency.

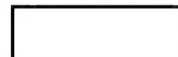
(4) METHOD OF COMPENSATION. Overtime compensation authorized in accordance with the above policies will be computed for each continuous whole hour of work, subject to the limitations in subparagraph h below. Fractional parts of an hour or combinations thereof are not compensable.

(a) A graded employee will be paid for overtime or may, if he requests it not later than the end of the pay period in which the overtime was worked, be granted compensatory time off in lieu of overtime payment (see subparagraph i below). The overtime pay rate is one and one-half times

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the hourly rate of basic salary but will not exceed one and one-half times the minimum scheduled rate for GS-10.

- (b) Authorized annual premium pay is set at a rate not less than 10 percent nor more than 25 percent of that part of the employee's basic rate of compensation which does not exceed the minimum basic rate for grade GS-10.
- (c) Prevailing rate (ungraded) employees will be paid for directed overtime performed at the overtime rate established for their respective pay levels. Compensatory time off will not be granted to prevailing rate employees.

d. through i. (No change)

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